



Content Analyst

Non-Classified Classification

Open for Recruitment: May 13, 2015 - May 26, 2015

Announcement # NONCLS051833

Salary: \$19.00- \$24.00 per hr (\$39,520 - \$49,920 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Content Analyst to assist with web content management.

The State Department of Education (SDE) is looking for a dynamic, self-motivated individual with experience and skills in web content management, writing and editing for the web, and site management.

The Content Analyst will be responsible for working with the Web Design Manager in developing the voice for all aspects of the department's online presence. In addition to writing, editing, and proofreading site content, this person will also work closely with Web Design Manager to maintain site standards to meet department guidelines. Assignments may include some print media, as well. The incumbent will work closely with technical and department program managers, so strong communication skills are needed. Tasks require a strong attention to detail. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Manage content lifecycle and accuracy for department's web presence to include some print media as assigned by Web Design Manager.
- Assure web-based information is archived for future needs and reference; partner with content owners to ensure information on websites is up-to-date and accurate.
- Coordinate web projects across departments as assigned by Web Design Manager.
- Maintain content to meet guidelines throughout all web properties; ensure that all content is within style and tone guidelines.
- Work with content owners to enhance, edit, and reformat legacy and newly created content as assigned by the Web Design Manager.
- Copyedit and proofread all web content.
- Ensure editorial integrity and content quality for all online content by identifying and fixing content problems.
- Track and report issues in department ticketing system.
- Work cooperatively with key team members and vendors as needed.

MINIMUM QUALIFICATIONS:

- Exceptional communication and organizational skills.
- Knowledge of HTML and basic website management.
- Ability to manage multiple projects and meet deadlines.
- Basic Adobe Photoshop skills.
- Proven ability to build consensus and work effectively within a cross-departmental environment.
- Degree or experience in any of the following disciplines preferred: English, Journalism, Technical Writing or a related field.

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment